

	Division:	Human Resources (HR)
	Title:	Standard Operating Procedures
	Procedure:	Retirement Enrollment
	Original Effective Date:	5/17/05
	Revised Effective Date:	

Procedure:

1. Review the State Retirement Systems membership requirements to determine if employee meets eligibility requirements. (Review eligibility, Retirement Employer Manual, Membership Section, page 11-13).

<https://www.treasurer.state.nc.us/NR/rdonlyres/E5A766DA-ACE8-491F-93CB-26A9CC46F469/0/TSERSfinaldraft03212006.pdf>
2. Complete, sign and notarize a "Notice of Enrollment" (Form 2), page 16 of the Retirement Employer Manual following instructions on reverse side of form and the "Enrolling a New Member" guide on pages 14 and 15.
3. Place a copy of Form 2 in the employee's personnel file.
4. Send the original Form 2 and a copy of employee's social security card to the Department of State Treasurer, Retirement Systems Division, 325 North Salisbury Street, Raleigh, North Carolina 27603-1385.